

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF ECONOMIC SUPPORT
ADMINISTRATOR'S MEMO SERIES

NOTICE 01-03

DATE: 01/24/2001

DISPOSAL DATE: 12/31/01

RE: PREPARATION FOR
RE-CONTRACTING
PROCESS FOR RIGHT OF
FIRST SELECTION
AGENCIES FOR THE NEXT
W-2 CONTRACT

To: W-2 Agency Directors

From: Jennifer L. Noyes /s/
Administrator

PURPOSE

This memo provides information on the re-contracting process for the Right of First Selection (RFS) agencies for the 2002-2003 Wisconsin Works (W-2) and Related Programs Contract. This memo also includes a description of the two processes that will be used for this Contract and a draft timetable. Suggestions for updating W-2 Plans for the RFS process also are included.

STREAMLINED RE-CONTRACTING PROCESS

In response to suggestions from W-2 agencies during the 2000-2001 Request for Proposals (RFP) process, the Department has revised its approach for the 2002-2003 W-2 Contract. For RFS agencies, there will be a streamlined re-contracting process. For areas that are open for competition, an RFP will be issued. (An RFS area will not be open for competition unless the W-2 agency declines RFS or does not meet the requirements of the RFS re-contracting process.)

The Division will issue an Administrator's Memo outlining the re-contracting process. The Administrator's Memo will include the Performance Standards, Allocations Methodology and projected allocation for each agency for the next W-2 and Related Programs Contract. The Memo will also include instructions for updating an agency's existing W-2 Plan to reflect the new topics and areas of emphasis.

We anticipate releasing a draft of this Administrator's Memo for public comment in late February 2001. Following review and consideration of the comments, we anticipate issuing the final Administrator's Memo on the re-contracting requirements by late March 2001.

COMMUNICATIONS

The Department will utilize the Internet, to the extent possible, for communications for the RFS re-contracting and competitive RFP processes. In general, paper communications will not be used.

UPDATED W-2 PLANS

The 2000-2001 Wisconsin Works (W-2) and Related Programs Contract, section 6.3.3, states the requirements for W-2 Plan Modifications. In addition to these Contract requirements, the Department strongly recommends that W-2 agencies prepare an updated W-2 Plan in preparation for the upcoming instructions to the RFS agencies about the streamlined re-contracting process for the 2002-2003 W-2 and Related Programs Contract. In order to ensure the W-2 Plan is prepared for the re-contracting process, the Department suggests that W-2 agencies do the following:

- "Fold in" all W-2 Plan Modifications previously approved by the Division of Economic Support (DES) Contract Manager into the main body of the agency's W-2 Plan;
- Review the "folded-in" W-2 Plan to determine if this an up-to-date W-2 Plan; and
- If necessary, submit a Plan Modification(s) for approval to the DES Contract Manager.

TIMETABLE

See the attached Draft Timetable. Please note that all timeframes are approximate and subject to revision.

If you have any questions, please contact the DES Contract Manager for your W-2 agency.

REGIONAL OFFICE CONTACT: Area Administrator (DES Contract Manager)

Attachment

Draft Timetable
Right of First Selection (RFS) Re-Contracting and Request for Proposals (RFP)
2002-2003 Wisconsin Works (W-2) and Related Programs Contracts

Note: All timeframes are approximate and subject to revision.

Memo to W-2 Agencies regarding Re-contracting Process for Right of First Selection Agencies for the Next W-2 Contract	January 25, 2001
W-2 Agencies incorporate already approved W-2 Plan Modifications into W-2 Plan and request approval of Updates (if not previously done)	February 2001
Results of RFS for next W-2 Contracts Announced	February 16, 2001
Draft Right of First Selection (RFS) W-2 Plans Instructions issued for Public Comment	February 26, 2001
Public Comment on Draft RFS W-2 Plans Instructions	February 26-March 9, 2001
Appeals on RFS due	February 23, 2001
DWD response to Appeals	March 7, 2001
Final RFS W-2 Plans/Contracts Instructions issued to RFS W-2 Agencies	March 29, 2001
Questions due to DES for Question and Answer Session on RFS W-2 Plans	April 6, 2001
Question and Answer Session on RFS W-2 Plans	April 12, 2001
RFS W-2 Plans due to DWD	May 10, 2001
Draft RFP (for competitive areas) and Contract Provisions (for all W-2 agencies) issued for Public Comment	May 17, 2001

Public Comment on Draft RFP	May 18-June 1, 2001
Results of Review of RFS W-2 Plans issued	June 11, 2001
Final RFP (for competitive areas) and Contract Provisions (for all W-2 agencies) Issued	June 25, 2001
Questions Due to DES for Question and Answer Session on RFP	July 10, 2001
Question and Answer Session on RFP	July 17, 2001
Assurance on Contract Provisions from RFS agencies due	July 18, 2001
Competitive Proposals Due	August 6, 2001
Draft Contract Issued for Contract Discussions with Agencies	September 1-15, 2001
Results of Competitive Proposals Issued	September 5, 2001
Contracts Issued by DES	September 21, 2001
Phone Conference with Agencies	October 3, 2001
Signed Contracts Due to DES by Agencies	November 1, 2001
Biennial Budget W-2 Plan Modifications Due from Agencies (if necessary)	November 2001
Next W-2 Contracts Effective Date	January 1, 2002